



# Attendance & Punctuality Policy

## Westways Primary School

September 2025

This policy will be reviewed annually

## Why do we need a policy for attendance and punctuality?

Children come to school to learn and good attendance is important if they are to gain as much as possible from their time in school. When children miss lessons, it is harder for them to reach their full potential. Poor attendance and punctuality can lead to children feeling unsettled at school; it can affect their friendships and reduce their confidence. Poor attendance can result in social and academic problems, reducing the long-term life chances of children.

Punctuality is important so children can be registered, seated and ready to start learning when the first lesson of the day begins. It is also important for the social and emotional well being of the children. Arriving a few minutes late each day has a cumulative effect which can make it harder for children to learn and progress.

It is the duty of the Local Authority to ensure that parents/carers fulfil their duty under section 7 of the Education Act 1996. This duty is to ensure that their child receives full time education.

**Our school attendance target is 96%.** The table below illustrates the actions we take when attendance falls below this target:

99 - 100%	<b>Excellent attendance</b>
96 - 98.9%	<b>Good attendance</b>
93 - 95.9%	<b>Below expected attendance</b> <i>School send a letter and offer support</i>
90 - 92.9%	<b>Significantly below expected attendance</b> <i>School arrange a meeting &amp; offer intensive support; further absence will not be authorised</i>
51 - 89.9%	<b>Persistently absent</b> <i>The local authority become involved</i>
0 - 50.9%	<b>Severely absent</b> <i>The local authority are involved; this could lead to prosecution</i>

## Punctuality

The school day:

- **8:40am:** Children can begin to line up – staff arrive to greet the children.
- **8:45am:** School day begins - staff take the children into school.
- **8:55am:** School gates are closed. Children arriving after this time must enter through the main reception gate on Mona Avenue and report to the school office.
- **9:05am:** All class registers are closed.
- **9:30am:** For any child arriving after this time an unauthorised late mark will be recorded. This will show as an unauthorised absence for the morning on the register.
- If a child is marked as late or shown as an unauthorised absence after 9:30am, the number of minutes late will be recorded on SIMS.
- Afternoon Registers are taken at 1:00pm in Key Stage 1 and 1:10pm in Key Stage 2. All registers are closed at 1:20pm.

## **Punctuality procedures**

- The Learning Mentors and Deputy Headteacher monitor lateness every half term.
- Late arrivals are entered in the register and entered on our computerised attendance system.
- Parents/carers will be contacted to discuss any problem which may contribute to a lack of punctuality. Parents/carers will also be issued with a letter detailing the importance of punctuality and support available.

If records show a poor pattern of punctuality for a child:

- The Headteacher will be informed.
- When sending attendance letters and conducting attendance meetings every half term with parents/carers, Learning Mentors discuss concerns around poor patterns of punctuality and how this impacts their child's attendance and learning. This is to ascertain whether any support can be offered.

## **Collection of Children**

- The end of the school day is 3:15pm.
- Children are escorted to the playground by a member of staff to meet their parents/carers.
- Any children not collected are taken to The Aviary (referred to as the Late Room) to wait with Learning Mentors, who will record which children are present and the time they are picked up.
- If a message has not been received in advance, school staff will try to contact parents/carers to seek an explanation as to why their child has not been collected.
- For the children who are collected after 3:30pm, parents/carers have to give reason for the late collection and sign their child out of the Late Room.
- Children who are not collected by 3:35pm will be signed in to the After School Club and parents will be charged for the session.
- If a child has not been collected by 4:00pm and attempts to contact parents/carers have been unsuccessful, school will follow the procedures outlined in Local Authority's safeguarding guidance and social care will be contacted. In the event of a further delay, the police may also be notified.

## **Absence**

Children should attend school every day. If a child is unable to attend school, the child's parent/carer is requested to telephone school on the first day of absence before 8:30am to explain why their child will not be in school. Simply reporting them as 'ill' may be challenged by the school who may require more details about the absence – illness for persistent absentees will not be authorised without medical evidence. The appropriate code will then be entered in the attendance register. If a parent/carer does not notify the school, the school office will phone them; Learning Mentors will phone specific families (e.g. those with persistent absentees; children open to services or with additional needs). This is known as 'First Day' absence calling. If no answer is received to this call, a voicemail message will be left, if able to do so, and a record of the phone call is noted on SIMS. If no reply is received, a second phone call is made at 12pm and followed up with an email via ParentPay if there is no response. This is then passed onto Learning Mentors and SLT to decide whether a safe and well check needs to be conducted. For specific families, allocated workers (e.g. FIS or Social Workers) will be immediately contacted to be informed of the absence.

## Authorised/unauthorised absence

It is important to note that a letter or phone call from a parent/carer does not authorise an absence. Verified information allows us as a school to determine whether the absence is classified as authorised or not.

Absence from Westways Primary School may be authorised for the following reasons:

- Sickness;
- Days of religious observance (up to three per year);
- Exceptional family circumstances (such as bereavement);
- Medical/dental appointments (proof of appointments is required);
- Pre arranged visits to another school/educational setting;
- Exams (music, dance, gymnastics etc.).

Absence will not be authorised for the following reasons:

- When no explanation is forthcoming from the parent/carer;
- The school is dissatisfied with the explanation given;
- Children who are persistent absentees may not have illness authorised, if medical evidence cannot be provided or until attendance improves.

It is important to remember that any period of '*unauthorised absence*' could result in the Local Authority taking action against the parent/carer. This could include a fine or court action. Where parents/carers repeatedly cause their child to be absent from school, the Local Authority may pursue what is called the higher '*aggravated offence*'. Aggravated offences carry higher penalties and are listed on the Disclosure and Barring Service criminal records disclosure. This may impact on a parent or carer's ability to secure future employment, particularly if working with children or vulnerable adults.

## Arrangements for medical/dental appointments

- Parents/carers must inform the office of any medical/dental appointments that their child has to attend during school time. It is always suggested for these appointments to be made out of school hours where possible.
- Children are then signed in/out at the school office where appropriate and SIMS updated so all staff are aware of the appointment.
- For children whom we are monitoring their attendance and/or punctuality, parents/carers may be asked for further proof of the appointment from the doctor or dentist, which they will need to bring into school.

## Expectations

It is expected that parents and carers will:

- Ensure their child attends regularly and on time;
- Notify school on the first day of absence before 8:30am;
- Only request a holiday in term time in exceptional circumstances - requests are made via the 'Notification of Term Time Leave' form which is available from the school office;
- Not keep their children away from school for trivial or minor reasons;
- Not keep their children off school during SATs or at times of testing.

Westways will:

- Regularly communicate the attendance policy to parents/carers;
- Ensure that the Headteacher is informed about any attendance and punctuality matters and is in agreement with any action taken;
- Have an expectation that full time, punctual attendance will be the norm and all persistent absences/lateness will be followed up;
- Monitor attendance and punctuality by checking registers and the computerised attendance system;
- Sign children in/out when they leave/arrive back to school if they have attended appointments that cannot be made out of school time;
- Identify and act upon problems with attendance and punctuality promptly;
- Work with the Local Authority to support families to resolve attendance and punctuality concerns.
- The attendance champion Hannah Blow (Deputy Headteacher) and Su Woolley and Alex Hayes (Learning Mentors) will meet with our Local Authority Attendance Officer every term to set individual whole school attendance targets.

## **Monitoring**

The registers are monitored on a regular basis by the Learning Mentors and the Local Authority Attendance and Inclusion Officer. Attendance patterns are monitored half termly. Where a child's attendance and/or punctuality record raises concern, this will be discussed by the Headteacher, Deputy Headteacher, Learning Mentors and the Local Authority Attendance and Inclusion Officer. Any issues identified will be discussed with the child's parents/carers.

Every half term, parents/carers of children with attendance under 96% will receive a letter informing them of their child's attendance and letting them know that it is below the school's attendance target.

For children whose attendance is lower than 90% and/or has raised additional concerns, their parents/carers will be invited to attend a meeting with Learning Mentors to discuss attendance and any support that can be offered. Learning Mentors make a phone call to these parents/carers to notify them of the letter beforehand, and explain why they are receiving it.

Information on attendance is returned half termly to the Local Authority for monitoring purposes.

## **Attendance procedures**

If our records show a poor pattern of attendance for children:

- The Headteacher will be informed;
- The monitoring process will be followed (see above);
- If attendance does not improve following the initial letter and/or meeting, the Local Authority will be informed and a School Attendance Panel (SAP) will be arranged;
- The SAP will be with the Learning Mentors, Headteacher, Local Authority representatives and the child's parents/carers who will meet to discuss and implement strategies for improving the child's attendance;
- The Local Authority will keep in contact with parents/carers where appropriate;
- If attendance does not improve, the Local Authority will issue a final warning;
- As a result parents/carers may receive a court summons.
- School will liaise closely with their Local Authority Attendance Office and set regular whole school targets.

## **Penalty Notices**

Where a child's attendance is consistently poor (less than 90% with at least 20% of the absence being unauthorised) and all steps have been taken to rectify this (including the school and the Local Authority working with parents/carers and their child), the Family Intervention Service (FIS) will, after consulting with the school, consider issuing a Penalty Notice (a fine). Families that take holidays in term time can also receive a fixed penalty notice if their child is absent for more than five days, this includes families that do not return on time after the summer break. Learning Mentors contact parents/carers to make them aware that they may be liable for a fine when the 'Notification of Term Time Leave' form is received by school, this phone call is made within 10 days of receiving the form.

## **Children missing from education**

The School Administration Team will contact and work with the Council's Children Missing from Education Team if a child is absent from school for 20 consecutive days and unaccounted for. We will also inform Social Care, if appropriate. Children who cannot be located will be considered as missing. The Children Missing from Education Team will pursue the matter in accordance with Local Authority procedures.

## **Children in public care**

Children who are being looked after by the local authority are known as Children Looked After. They might be living with foster parents, other family members, in supervised living accommodation, at home with their parents under the supervision of social services or in a residential children's home.

The school's designated teachers for Children Looked After are:

- Charles Hollamby (Headteacher) – Designated Safeguarding Lead
- Jo Thomas (SENCO) – Deputy Designated Safeguarding Lead

The Learning Mentors or designated teachers for Children Looked After will monitor the attendance of all Children Looked After and report this on a regular basis to Welfare Call and, on request, to the Virtual School. (Welfare Call is a service which collects and analyses attendance data for Children Looked After).

## **Vulnerable Families**

The processes taken around a child's attendance are always decided on a case-by-case basis and the standard procedures may not be appropriate for our more vulnerable families (families open to services, families experiencing bereavement/trauma, children with additional needs). In these cases, alternative support may be explored for the families or attendance may be discussed during multi-agency meetings.

## **Home Education**

The law states that all children must receive a full-time education between the ages of 5 and 16, and parents/carers are responsible for making sure that their child's education is suitable to their age, ability, and aptitude, and any special needs they may have.

### ***What is the process if I want to take my child out of school to home educate?***

If your child is of compulsory school age, (the term after the child's fifth birthday) and is already registered as a pupil in a Sheffield school you will need to write to the Headteacher.

It is then the Headteacher's legal duty to remove your child's name from the admission register. School will only remove a child from roll once they have been notified by the Local Authority to do so. Checks have to be made that this is an appropriate decision for the child before we can take them off roll. It is important that you know that once your child's name is taken from the school roll that it may not be possible for your child to return to the same school if you change your mind because the place may have been allocated to another child.

If your child has a statement of special education needs, or an education, health and care (EHC) plan, it is the Local Authority's duty to review the statement/plan annually to check that the provision set out in it continues to be appropriate and your child's needs continue to be met.

If you require any more information please contact:

Elective Home Education Level 5, North Wing Moorfoot Sheffield S1 4PL  
Tel: 0114 203 7141

### **Awards and rewards**

Each week, the classes in Key Stage 1 and 2 with the best attendance are awarded 'Top Dog'. In addition, 'Punctuality [Red] Panda' is awarded to the class with the best punctuality – one in each key stage. The school will always sensitively take into consideration persistent absence due to illness/disabilities.

### **Holidays during term time**

Holidays in term time are not an entitlement and time off during term time must be requested in advance. Each request is considered individually by the Headteacher.

Regular school attendance is essential if children are to make the most of their educational opportunities. The Local Authority and Westways Primary School have a responsibility to provide the best education possible, but we can only do this if children attend regularly. Taking time out of school for holidays can be disruptive and it can also be difficult for children to catch up on the work they have missed.

*The Department for Education's most recent guidance states:*

'The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined for taking their child on holiday during term time without consent from the school.'

The Headteacher may therefore only consider giving permission for a child to be absent from school in term time in '**exceptional circumstances**' and proof will be requested.

If you choose to disregard this guidance, the Local Authority may take legal action under section 444 of the 1996 Education Act which states that parents/carers have a legal obligation to ensure that their child attends school regularly.

***The Local Authority's position is as follows:***

'If parents/carers choose to take their children out of school during term time for 5 or more consecutive school days (spanning over holiday periods, inset days or weekends would constitute consecutive school days), and this is not authorised by the School, the School are expected to request the Local Authority issue a Fixed Penalty Notice of £160 (if paid between 21 and 28 days) this is reduced to £80 (if paid within 21 days). Each parent/carer can be issued with a penalty notice, for each child, one per parent per child, issued separately. For example: 2 parents/carers 2 children. Each parent/carer will be issued 2 fines, one for each child. The overall cost to each parent would be £320 if paid within 28 days, reduced to £160 if paid within 21 days for a first offence. For a second offence the amount would be £320 as there will be no opportunity to pay at the reduced amount.'

*Source: Sheffield City Council Leave in Term Time Guidance, August 2024*

At Westways, we are committed to raising the profile of attendance and its link to achievement. It is important therefore that parents/carers work with us by ensuring that their child attends school on time, every day and by not taking their child out of school for holidays during term time.

***If parents/carers feel that there are exceptional circumstances which prevent their holiday being taken during school holiday periods, they need to complete a 'Notification of Term Time Leave' form (available from the school office) and return this to school at least 20 days before they intend to take the leave. Parents/carers will be contacted within 10 days of the request being received.***

**Extended visits to a child's country of origin**

Extended holidays to a child's country of origin follow the same rulings as Term Time Leave requests (see advice above). Children who do not return to school by the agreed date of return, or take unauthorised leave, are at risk of losing their place at the school.

We will, however, do our best to support children returning after long periods of absence. The Headteacher, Learning Mentors and Family Intervention Service (FIS) will liaise closely to employ appropriate reintegration strategies where appropriate.

**Signed:** Headteacher

**Signed:** Chair of Governors

**Date:** September 2025